ADMINISTRATION OF MILITARY DETAINEES UNDER THE BUREAU’S CUSTODY

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- The following are specific instructions for your strict implementation in the confinement of military detainees placed under the custody of this Bureau:

a. Only military detainees formally requested in writing by the Chief of Staff, AFP (CSAFP) to be confined in the New Bilibid Prison (NBP) shall be admitted for confinement. For this purpose, all letter requests of the CSAFP shall be delivered directly to the Director of Prisons who will approve the same for implementation by Superintendent, NBP and other officials concerned. No other Bureau officials or offices are authorized to approve military detainees for confinement.

b. Each military detainee shall have a carpeta and Inmate Data Sheet duly accomplished by the Inmate Prison Record Office (with Photography, ID and Documents Section). The carpetas shall be kept at the Documents Section of the Bureau while the Inmate Data Sheet shall be kept at the Overseer's Office of the Maximum Security Compound, NBP. The prison records of the military detainees shall be separated from the regular inmate records of the Bureau.

c. All military detainees admitted by the Director of Prisons shall be confined at Bldg. No. 11 at the Maximum Security Compound of the New Bilibid Prison. They shall not be allowed to go outside the confines of Bldg. No. 11 and its yard except for the following purpose:

> 1. When reporting for sick call in the NBP Hospital in which case the Keeper of Bldg. No. 11 must notify the Shift Commander to provide the necessary escorts to bring the military detainee for sick call to the hospital and back. If he is confined in the NBP Hospital, the Keeper of Bldg. No. 11 must be duly informed for accounting purposes.
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> 2. When directed by AFP authorities to attend trials elsewhere in which case, the Bureau of Prisons Court Bus must be utilized with augmentation armed escorts provided by the AFP. The Director of Prisons shall receive the request (or subpoena) from the AFP and shall personally direct and supervise its implementation.

d. Visitors of Military Detainees

1. Only the following shall be authorized to visit the military detainees during official visiting hours for inmates:

> (a) Immediate members of the family - only the wife, father, mother, sons, and daughters and brothers and sisters are allowed; and
>
> (b) Their attorneys of record which shall be obtained from them in writing and to be consolidated into a master list upon their admission.

2. The Bureau shall publish the authorized list of visitors of the military detainees as obtained from the AFP.

3. All authorized visitors shall be processed at the Visitors Processing Area adjoining Gate 4. They shall be subjected to the same inspection and control procedures which are performed on visitors of prisoners.

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4. A separate visitors LOG BOOK shall be used exclusively for the visitors of the military detainees. Any doubt on the identification of a visitor shall be brought to the personal attention of the Director of Prisons for decision. No Bureau of Prisons personnel have the discretion to admit a visitor of a military detainee that are not properly and definitely identified as authorized visitors of the military detainees.

5. Visitors belonging to the immediate members of the military detainee shall be authorized visiting privilege not exceeding 2 times per week from 9:00 a.m. to 3:00 p.m. daily except Fridays and Saturdays. Their attorneys of record can visit as often as necessary during office hours only.

- Administrative Matters —

a. The Superintendent, NBP and Chief, NBP Hospital shall submit every end of the month to the Accounting Division of the Bureau the expenditures incurred by the Bureau on the military detainees on the following supplies and materials actually issued to or used by them:

1. Food rations
2. Cost of medicines used for medical and dental treatment
3. Cost of electricity based on Electric Meter reading of Bldg. No. 11
4. Other supplies/materials issued/used

b. The Chief Accountant of the Bureau shall prepare the necessary Charge Bills for the above expenditures for reimbursement by the AFP (c/o Brig. Gen. Epineto C. Logico, J4, GHQ, AFP).

- Current rules and regulations of the Bureau of Prisons shall likewise apply to military detainees.

Reference — Memo of Agreement by and between the Departments of Justice and National Defense dated 13 December 1989. For strict guidance and compliance.

Adopted: 24 March 1990

(SGD.) MELITON D. GOYENA

Director

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